

CITY OF MILPITAS

FINANCIAL SERVICES DIRECTOR

EFFECTIVE: June 1985  
REVISED: April 20, 1994  
EEOC: Officials/Admins  
FLSA: Exempt  
UNIT: Exempt  
PHYSICAL: 1

DEFINITION

To plan, organize, and direct the accounting, cash management, revenue collection, licensing, purchasing and other financial activities of the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, and direct the financial activities of the City including accounting, cash management, investments, revenue collection, licensing, and purchasing services.

Develop and implement goals, objectives, policies, and priorities.

Prepare and assist in the implementation and control of the City's annual operating and capital improvement budget; forecast City revenues, expenditures and year-end balances.

Coordinate, review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures, and ensure audit compliance.

Estimate revenue and fund balances and ensure expenditures coincide with fund availability.

Maintain and administer current liability, property, and workers' compensation excess insurance.

Oversee the City's investment portfolio.

Direct the preparation of financial reports as required by law: prepare various financial reports and analyses requested by the City Manager and City Council including long-range financial forecasts.

Develop and make recommendations with respect to appropriation transfers, financing plans, and other financial activities as requested.

Coordinate the utilization of the automated financial system.

#### EXAMPLES OF DUTIES

Prepare and present financial and administrative reports and resolutions to the City Council.

Provide financial support and assistance to City departments.

Serve as City Treasurer.

Manage, supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

Principles and methods of public finance administration, particularly in the areas of accounting, budgeting, auditing, and investing.

Modern office practices, procedures, methods and equipment.

Laws regulating the financial administration of City government including the powers and responsibilities of a City Treasurer.

Modern principles and practices of purchasing.

Budget preparation, program analyses, and revenue forecasting.

Statistics, research and reporting methods.

Principles and practices of organization, administration and personnel management.

Ability to:

Develop and install sound accounting procedures.

Prepare complex financial reports and analyses.

Analyze and solve complex fiscal problems.

Communicate effectively, orally and in writing.

Establish and maintain effective work relationships with City Officials, staff, and the public.

Manage, supervise, train, and evaluate professional, technical and clerical staff.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in budgeting, accounting and financial work including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, accounting, public administration, political science or a closely related field.

APPROVED:

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City Manager